



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

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Executive Director

### Governor's Office of Storm Recovery (GOSR)

**Job Title:** Senior Program Manager  
**Department:** Community Reconstruction  
**Location:** Albany, NY

#### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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#### Position Summary

The Senior Program Manager plays a critical role in coordinating the implementation of the Community Reconstruction program in its implementation phase. The Senior Program Manager liaises with subrecipients to coordinate the implementation of projects proposed through the Community Reconstruction planning process. The Senior Program Manager will work closely with program senior staff, State and consulting planning experts, and local, State, and Federal officials. This position is based in Albany, and requires regular travel to Broome and Tioga Counties.

#### Responsibilities include but are not limited to:

- Managing the implementation of projects developed through the Community Reconstruction planning process.
  - Developing project schedules and working with local government and state agency subrecipients to ensure that project schedules are maintained.
  - Reviewing project deliverables and hold subrecipients accountable to deliverable deadlines.
  - Assisting in the review of subrecipient procurement materials and other records.
  - Reviewing key program documents which include but are not limited to project pre-applications, applications for funding, subrecipient agreements, and amendments to agreements.
  - Reviewing and approving subrecipient requests for payment.
- Managing project coordination consultants and leveraging consultant resources to help ensure that all Community Reconstruction projects are implemented in compliance with State and Federal rules and GOSR requirements.
- Coordinating public engagement events during the implementation process as necessary and keep Planning Committees and the general public updates on program progress.
- Coordinating with GOSR support teams and programs, including infrastructure, finance, legal, policy, monitoring and compliance, diversity and civil rights, and procurement and contract administration.
- Briefing GOSR senior and executive staff on project and program status as necessary.
- Providing regular updates to the Community Reconstruction planning committees

- Solving problems and adapting to changing circumstances to ensure program success.
- Liaising with the Dormitory Authority of the State of New York (DASNY) and other state agencies to assure the successful completion of projects.
- Initiating and supporting inter-agency and intergovernmental dialogue to support program implementation.

#### **Qualifications**

- Must be NYS resident or able to relocate to NYS
- Must be willing to travel up to 30%
- Bachelor's degree and three years of professional work experience in community development, government, public policy, urban planning, or other relevant field
- Exceptional written and oral communication skills, including public speaking
- Deep understanding of local, State, and Federal political and regulatory landscape
- Demonstrated experience building relationships with key stakeholder groups, with a strong preference for this experience within assigned region
- Strong interpersonal skills and the desire to work both collaboratively and independently
- Ability to think creatively and manage multiple projects in fast-paced, deadline-driven environment
- Strong computer skills: Internet-research experience and knowledge of Word, Excel, and PowerPoint

#### **If interested:**

All candidates must submit a resume to [StormRecoveryJobs@stormrecovery.ny.gov](mailto:StormRecoveryJobs@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.